

OVERVIEW

This process can be completed from the Kiosk set up in JES, TCMHS, and BOE offices. You may also login from your work computer, personal computer, tablet, or cellphone. All you need is your employee number. You can obtain your employee number from your school secretary, Central Office business department, or your check stub. Below is the link you need to use it on your personal computer. Use the following link if you are using your PC:

<https://278210.tcplusondemand.com/app/webclock/#/EmployeeLogOn/278210>

APP SETUP

The MobileClock app is downloadable from Google Play and the Apple App Store

Download TimeClock Plus v7

Scheme: HTTPS

Host: 278210.Tcplusondemand.com

Port: 443

Namespace: 278210

Company: Twiggs County School (1)

HOW TO:

CLOCK IN

1. Type in your Employee # in ID Number
2. Click Clock In
3. Click Continue
4. Click OK

CLOCKIN OUT

1. Type in your Employee # in ID Number
2. Click Clock Out
3. Click Continue
4. Click OK

DASHBOARD

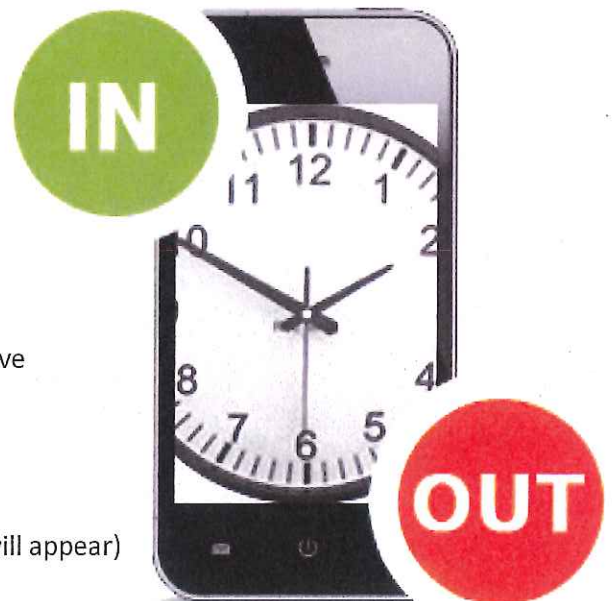
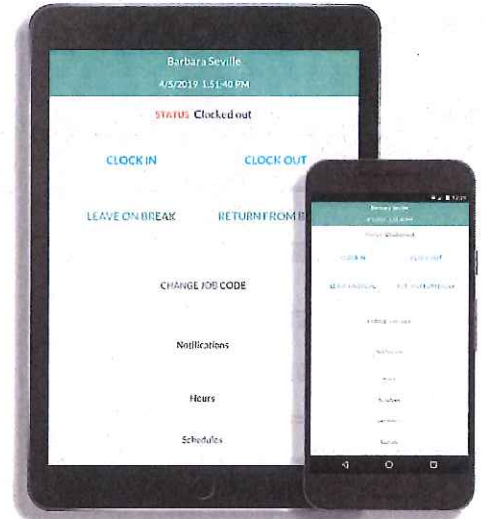
Leave (In TimeClock Plus it is called Accruals)

1. Type in your Employee Number
2. Click Log On To DashBoard
3. Click Requests
4. Click either add or the plus sign beside the date you need leave
 - a. Enter Date requested
 - b. Start time (Example: 7:30 a.m.)
 - c. Hours (Example: Two days=16 hours)
 - d. Days
 - e. Leave Code (Click in the box and a list of leave type will appear)
 - f. Description

View

You will be able to verify that your hours are correct under Hours. The leave that you have requested will be under Accruals. To approve your hours you will see M, E, O (M=Manager. E=Employee O=Other). Click E, if you agree that your hours are correct. ***If your hours are not correct, please tell your school secretary immediately.***

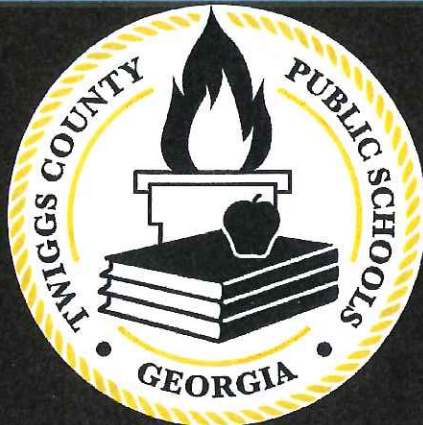
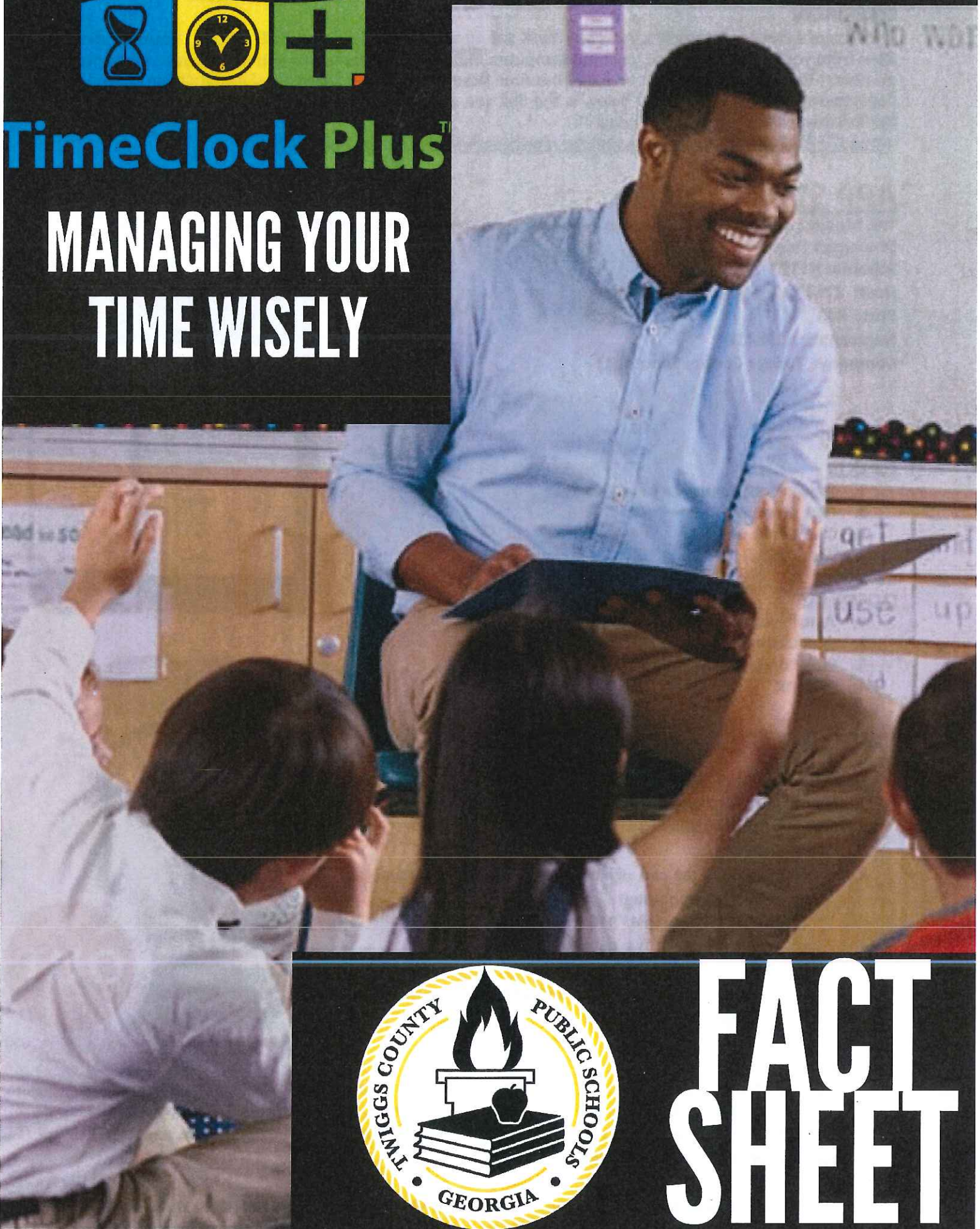
****Employees, please approve your hours by the end of Monday following the previous work week.***





TimeClock Plus™

**MANAGING YOUR
TIME WISELY**



**FACT
SHEET**